

Airport Consultant Selection

Understanding the Process

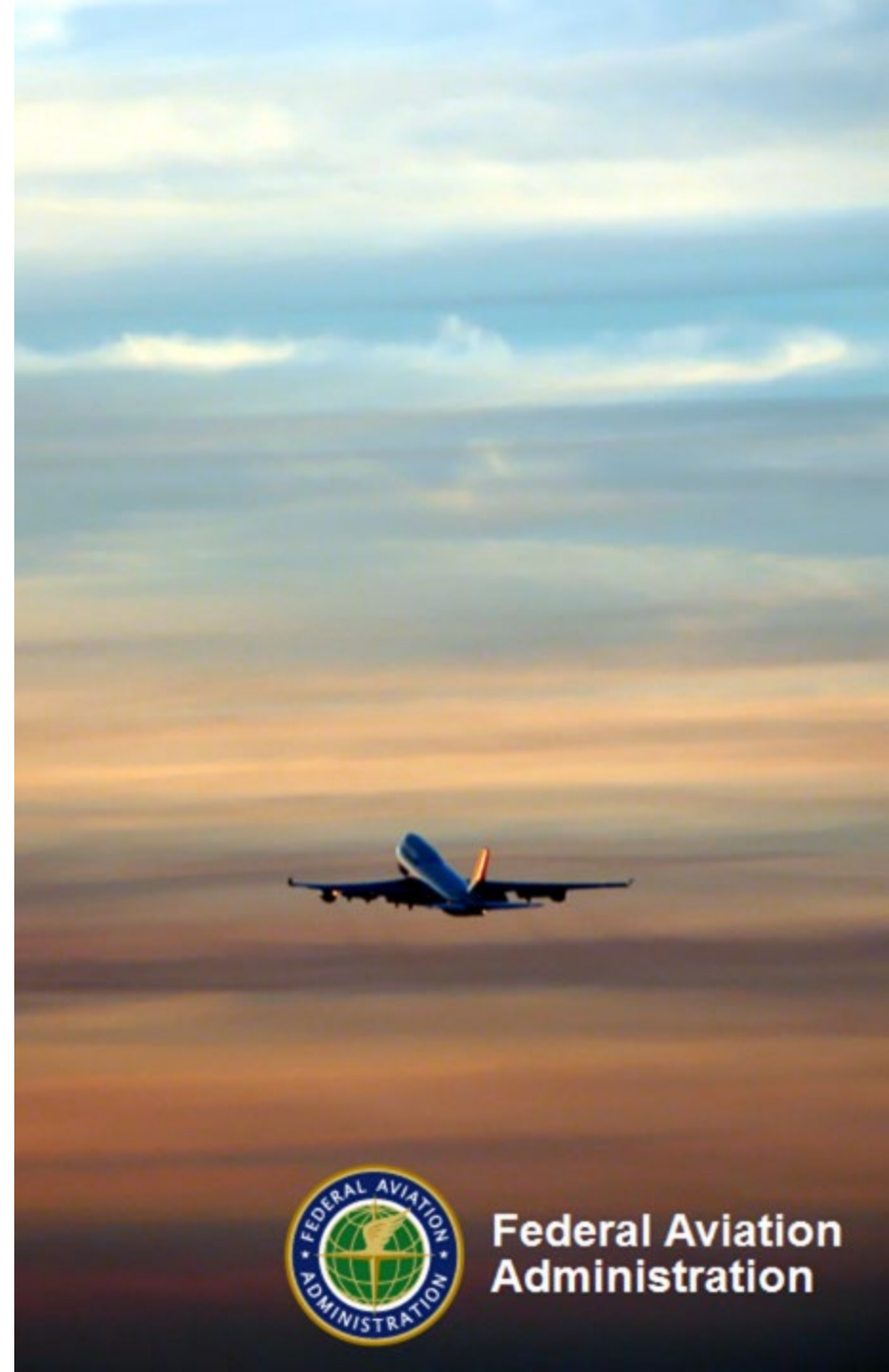
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Federal Aviation
Administration



Overview

- **Consultant Selection Requirements**
- **Selection Timing & Process**
- **Consultant Fee Analysis**
- **Airport Sponsor and FAA's Role**
- **Helpful Hints**



Airport Consultants

- ***“A firm, individual, partnership, corporation, or joint venture that performs architectural, engineering or planning services, employed by the airport owner to undertake work funded under the FAA airport grant assistance program”***
- **Types of airport consultants (FAA)**
 - Aviation Planning
 - Architectural/Engineering
- **Vital partner for the completion of successful projects**

Consultant Selection Requirements

- **Procurement requirements defined by 2 CFR 200.320**
- **Selection process outlined in FAA AC 150/5100-14E**
 - Requirement for all FAA-funded projects with consultant services
 - Request for Qualifications (RFQ) listing projects and soliciting services
 - Qualifications-based selection (QBS) procedures
 - Free and open competition
 - Documentation
- **Consultant fee analysis per FAA ARP SOP 11.0**

When to Complete Consultant Selection

- **Timeline: At least every five years after initial contract**
 - Multiple projects or individual projects

- **Scope: New projects or services not in original RFQ**
 - New projects or work elements
 - New “Specialty” services
 - After a planning study to promote free and open competition

Consultant Services RFQ

- **Identify Projects and Services**
 - Architectural, Engineering, Planning or Other Services
 - Reference Airport CIP
- **Establish a Selection Board**
- **Determine the Selection Policy**
 - Selection criteria and numeric rating system
 - DBE considerations
- **Publish and Advertise RFQ**

Selection Procedures

- 1. Evaluate pool of qualified consultants**
- 2. Rank consultants and develop short list**
 - Notify unsuccessful firms
- 3. Review qualifications and performance (reference check)**
- 4. Conduct interviews with consultants on short list (optional)**
- 5. Rank consultants**
- 6. Negotiate with #1 ranked firm/team for individual projects**
 - Alternative procedures for consultant pool (RFP)

Contracts for Individual Projects

- 1. Develop project work scope of work (SOW)**
 - Send to FAA for review and concurrence
- 2. Sponsor performs cost analysis per FAA SOP 11.0**
 - Prepare independent fee estimate (IFE) for contracts over \$100k
- 3. Consultant prepares cost proposal**
- 4. Negotiate final project fee**
- 5. Sponsor prepares record of negotiations**

ARP SOP 11.0: Consultant Fee Analysis

- Applies to all FAA funded projects with consultant fees
- SOP defines responsibilities and requirements
- Basis for SOP is not a new requirement

4. APPLICABLE REGULATIONS, POLICY, AND GUIDANCE

Requirements identified within this SOP originate in or are further described in various FAA publications including Orders, regulations, and Advisory Circulars. See the current versions.

- a. FAA Order 5100.38D, Airport Improvement Program Handbook
- b. FAA Advisory Circular 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects

ARP SOP 11.0: Consultant Fee Analysis

Table 1. Analysis Type Requirement

Anticipated Consultant Fee	Type of Analysis	Type Description
Less than \$100,000	Contract Comparison	Compare proposed consultant fee to previously negotiated fees for projects of similar type and similar scope.
\$100,000 or more	Detailed Fee Analysis	Task-based line item review to include direct labor work hours, labor and overhead rates, expenses, and profit.

1.3. Independent Fee Estimator

An Independent Fee Estimator is employed or contracted by the Sponsor and communicates directly with the Sponsor only. An estimator is often invited to participate in a project scoping meeting for purposes of understanding the scope of work; in no instance can the estimator negotiate the scope of work. In many cases the process for developing a clear scope of work and a reasonable fee is iterative and may require the estimator to be at the disposal of the sponsor for numerous revisions to the independent fee estimate.

ARP SOP 11.0: Consultant Fee Analysis

2.1. Receiving Sponsor Documentation

The FAA project manager cannot simply accept FAA Form 5100-134, Selection of Consultants Airport Improvement Program Sponsor Certification as the necessary documentation for compliance with federal requirements in determining a fair and reasonable fee.

The FAA project manager must review sponsor submitted documentation per FAA Order 5100.38D, Airport Improvement Program Handbook, Section 3-103, for all contracts regardless of value, to determine compliance with federal requirements; this may include, but is not limited to:

- a. timeline of events Including the following key milestones:
 - (1) scoping meeting,
 - (2) preparation/submission of final scope,
 - (3) preparation/receipt of IFE*,
 - (4) submission of proposed fee, and
 - (5) negotiation of scope and fee.

ARP SOP 11.0: Consultant Fee Analysis

- b. final scope of work,
- c. final negotiated fee*, and
- d. record of negotiation memo/letter*.

Items identified with an asterisk are required items per FAA Order 5100.38D, Airport Improvement Program Handbook, Section 3-102.

**Please ensure Sponsor includes Record of Negotiation letter
with grant application**

Airport Sponsor's Role

- **Adhere to consultant selection procedures**
 - Determine scope of services and selection policy
 - Develop and issue an RFQ
 - Review and rank firms
 - Negotiate professional service contracts
 - Maintain records made available upon request
- **Complete FAA 'Selection of Consultants' Certification Form**
- **Perform cost analysis for project fees (FAA SOP 11.0)**

FAA's Role

- **Verify Federal requirements are met prior to grant issuance**
 - Review draft RFQs (if requested)
 - Verify proposed projects are included in a current consultant selection
 - Verify Cost Analysis has been performed
- **FAA personnel will not recommend consultants or participate in the selection process**

Helpful Hints

- **Know when your next consultant selection is required**
- **Establish selection committee and rating criteria prior to RFQ**
- **List specific projects reasonably expected to initiate within the next five years (CIP)**
- **Verify all services required are listed in RFQ**
- **Send draft RFQs and SOWs to FAA to review**
- **Allow sufficient time to complete process ahead of your next FAA-funded project**
- **Receive IFE prior to consultant's fee proposal**

Resource Links

- **FAA AC 150/5100-14: Consultant Services for Airport Projects**
 - https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_150_5100-14E_with_chg_1.pdf
- **FAA ARP SOP 11.0: Consultant Fee Analysis**
 - <https://www.faa.gov/airports/resources/sops/media/arp-SOP-1100-Consultant-Fee-Analysis.pdf>
- **Transportation Research Board (TRB)**
 - <https://crp.trb.org/acrpwebresource6/home/chapter-resources/chapter-3-business-financial-and-administrative-management/3-11-consultant-selection/>

Questions?



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